

BOARD, COMMITTEE, AND COMMISSION APPLICATION
(Please Type or Print in Black Ink)



APPLICATION FOR APPOINTMENT TO:

FREDERICK ARTS COMMISSION

(Name of Board, Committee or Commission)

Name: PATRICIA HOUSTON
Home Address: 4870 BARN OWL DR, FREDERICK, CO 80504
Mailing Address: SAME
EMAIL Address: pat-greg@mesanetworks.net Phone: 303.682.1807
Occupation: ARTIST Employer: SELF Phone: 720.352.9968

EDUCATION:

Years Completed: 14 College(s): MOUNT ALOYSIUS Degree(s): ASSOCIATE DEGREE FINE ART

Special Qualifications for Serving: I'M AN ARTIST AND ART CONSULTANT WITH 14 YRS EXPERIENCE IN PROFESSIONAL ART AND ADMINISTRATIVE POSITIONS WITH LARGE CORPORATIONS AND AN ASSOC. DEGREE IN FINE ART

Why do you desire this appointment? FREDERICK IS A BEAUTIFUL COMMUNITY AND I'D BE HONORED TO OFFER MY SERVICES TO MAINTAIN & ENHANCE ITS BEAUTY.

How much time are you able to devote to fulfill the obligation of appointment? 3-4 HRS/WK FLEXIBLE

Do you presently serve on a Board or Commission for any other government entity?

☐ Yes ☒ No

If yes, please list board and entity: _____

Where did you hear of this vacancy? CONNIE GRIFFITH

We will keep your application on file for one year from the date of your application. If you are not appointed to this board, would you like us to resubmit your application for future vacancies? ☒ Yes ☐ No

Name of Board: FREDERICK ARTS COMMISSION

TOWN OF FREDERICK
BOARD AND COMMISSION APPLICANTS
CONFLICT OF INTEREST DISCLOSURE

Several state laws and municipal ordinances prohibit conflicts of interest on the part of Town board and commission members. A member of a board or commission shall not perform an official act that may have an economic benefit on a business or other undertaking (whether or not for profit) in which the member has a direct or substantial financial interest. Board and Commission members must not be interested in any contract made in their official capacities; or made by any other body, agency or board of which they are members or employees.

1. ALL BOARD AND COMMISSION APPLICANTS

Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the board or commission for which you have applied? ☐ Yes ☒ No

If yes, please describe that interest in the space immediately below (if you need additional space, please attach additional sheets)

IF DESIRED, PLEASE SUBMIT A LETTER OF APPLICATION OR RESUME WITH THIS APPLICATION

This application is subject to the Colorado Open Records Act and should not be considered confidential.

Signature: PATRICIA HOUSTON
PATRICIA HOUSTON
(Name - Please Print)

Date: 6.1.09

TOWN CLERK'S OFFICE USE ONLY

Application Received Date: _____

July 14, 2009 - Bid

Patricia A. Billson Houston

4870 Barn Owl Drive, Frederick, CO 80504

H: (303) 682-1807 C: (720) 352-9968

Email: pat-greg@mesanetworks.net

Career Summary

An artist and art consultant with 14 years experience in professional art and administrative positions with large corporations and an Associates Degree in Fine Art.

Professional Membership Credentials

- Colorado Watercolor Society Member pursuing a Signature Membership
- Longmont Artist Guild Member
- Artist to Artist Member
- Denver Student Art League Former Member

Employment History

Time Warner Cable, Englewood, Colorado

Administrative Assistant to the Vice President of Engineering

Jul 1994 to Oct 1997

Responsible for the daily operations of the Vice President of Engineering and his leadership team.

- Scheduled monthly fly-over tests to ensure Time Warner Cable's levels of radio frequency transmission with the continental United States were maintained at acceptable levels. Retained and filed results with the Federal Aviation Administration. Followed up on all unsuccessful tests until passing results were achieved.
- Managed schedules, travel arrangements and vouchers for the Vice President, Director and Lead Engineer.
- Supported group's first level computer network administration.
- Planned biannual and bimonthly engineering design review meetings with both local and international participants.

Ball Aerospace and Communications Group, Boulder, Colorado

(Division of Ball Corporation)

Lead Graphic Artist

1988 to 1994

Promoted to Lead Illustrator for the Electro-Optics and Cryogenics Division and Lead Illustrator for New Business Marketing Division.

- Possess active special access United States government clearance.
- Created operations manual to provide department structure and procedures for Publications Department. Revised corporate art standards for US government agency proposals.
- Under special assignment from corporate officers, sculpted three bronze busts commemorating Ball leaders.
- Developed metal container packaging design for Ball Packaging Products Group.
- Assumed sole responsibility for training word processors to become proficient with graphics software, which increased total productivity of Publications Department.
- Responsible for production of all art in a timely and cost effective manner for all proposals and new business marketing presentations.
- Scheduled additional artistic resources for this division as necessary.

Executive Assistant to the Program Manager of the Combined Release and Radiation Effects Satellite

1985 to 1988

Promoted to Executive Assistant for Combined Release and Radiation Effects Satellite (CRRES) and promoted again to Senior Administrator.

- Introduced and directed the transition from typewriters to computers for the CRRES clerical support group and trained the clerical group on IBM PC and DEC VAX (on word processing and drawing software).
- Directed clerical group in the production and coordination of major presentations including the drawing of charts, graphs and illustrations.
- Reduced project expenditures by providing word processing and graphic illustration services.
- Responsible for hiring and training of clerical group.

Ball Aerospace and Communications Group, Boulder, Colorado (cont'd)

Administrator

1983 to 1985

Established message center for Combined Release and Radiation Effects Satellite and Earth Radiation Budget Satellite Programs.

- Made calculations for monthly estimates in man-months for financial and budgetary program control.
- Organized and created new phone message centers at Ball.
- Assisted satellite design group in coordinating design review presentations, including administrative and illustration support.

Raintree Art Gallery, Cleveland, Ohio

Art Consultant

1980 to 1981

Managed the artistic portion of this entrepreneurial endeavor to ensure its financial success.

- Identified, screened and selected professional artists' work to feature in the gallery.
- Organized, advertised and hung grand opening show.
- Organized, advertised and hung periodic one-man art shows.
- These efforts ensured the gallery was profitable after one year in business.

Provincial Ceramics, Willowick, Ohio

(Fine Arts Sculpture House)

Professional Sculptor

1981 to 1983

Provided detail sculpting skills.

- Sculpted approximately 50 art pieces which were sold throughout the world.
- Created original illustrations for use by contract sculptors in the production of new pieces.

Accomplishments

Published Illustrator

- Illustrated nationally published book, Guide to Creative Journal Writing, author, Dan Johnson, 1989.
- Technical illustrations have been published in national technical magazines.

Political Campaign Manager

- Managed two county-wide political campaigns: Judge, Juvenile Division, 1977, and Lake County Prosecutor, Lake County, Ohio, 1980.
- Coordinated state, local and national party efforts. Spoke for the candidate at public appearances.
- Developed the campaign platform.

Successful Artist

- Exhibited and sold watercolors and oils in Mentor and Cleveland, Ohio art galleries, 1980 to 1982.

Freelance Advertiser

- Created complete advertising for political campaigns and other business clients in Cleveland, Ohio and Boulder, Colorado.

Education

- Associates Degree Fine Art, National Honor Society, Mount Aloysius, Cresson, PA , 1969
- Introduction to Computer Programming (Basic), Lake County Community College, Painesville, Ohio 1982
- Introduction to Drafting, Programmed Proof Reading, and Word Processing, Boulder Valley Vocational-Technical Institute, Boulder, Colorado 1983-1984
- Macintosh computer software classes, Boulder Valley Extension Schools
- All office and graphics related computer classes offered by Ball Corporation from 1983 to 1988